

# Supply Order Form

Commission Use Only

Receipt # \_\_\_\_\_

Mailed \_\_\_\_\_

## Purchase Information

Real Estate publications that are listed as “free” can be ordered by mail, fax, phone, e-mail, or in person. Publications requiring payment must be ordered by mail or in person. Here’s how to order:

- **By Mail:** Mail the completed form with the proper fee.
- **By Fax:** For free publications ONLY, fax the completed form to 208-334-2050.
- **By Phone:** For free publications ONLY, call our library at 208-334-3285 ext. 223 or 866-447-5411 ext. 223 toll free within Idaho.
- **By e-mail:** For free publications ONLY, e-mail [jhumphre@irec.state.id.us](mailto:jhumphre@irec.state.id.us)
- **In Person:** Bring this completed form to 633 N. 4<sup>th</sup> St., Boise.

## Acceptable Payment Methods:

- Personal Check
- Cashier’s Check
- Money Order
- Cash (in person and only for exact amount)

## Make checks payable to:

Idaho Real Estate Commission (IREC)  
Attn: Library  
P.O. Box 83720  
Boise, ID 83720-0077

## Miscellaneous Information

- Prices are subject to change
- Orders received without sufficient payment will be returned
- All sales are final
- Allow 2-4 weeks for delivery
- Most publications & materials are available to download from the Commission’s website at [www.idahorealestatecommission.com](http://www.idahorealestatecommission.com)

## Refund Policy

Because of rising costs associated with issuing a refund, it is the policy of the Idaho Real Estate Commission to refund overpayments of under \$25 only if requested in writing within 30 days of the Commission’s receipt of the overpayment.

Overpayments of \$25 or more will be automatically refunded to the licensee. There will be a \$15 fee assessed for each check returned to the Commission for insufficient funds

PART A: Material Requested			Cost	Quantity	ubtotal
2004 License Law & Rules Book			\$1.88		
Agency Law In Idaho Brochure (25/pkg) Revised Effective July 2004	Spanish English	1-4 pkg	\$5.94ea		
		5-9 pkg	\$4.46ea		
		10+ pkg	\$2.97ea		
Business Conduct & Office Operations <i>correspondence course</i> (No tax)			\$20.00		
Buyer Brokerage 4-hr elective <i>outline</i> (does NOT include exam)			\$4.70		
C2004 Continuing Education Core tape <i>purchase</i> . (Includes 1 copy of outline, but does NOT include exam)		VHS	\$60.00		
		Audio Tape	\$60.00		
		Audio CD	\$60.00		
		Video DVD	\$60.00		
		Outline	\$4.72		
Candidate Handbook			Free		
Consumer Brochure			Free		
Guidelines: Guideline number/title _____			Free		
Investigative & Hearing Process Brochure			Free		
License Manual			Free		
The Real Estatement			Free		
PART B: Shipping Information					
				<b>Subtotal</b>	
				<b>6% Tax</b>	
				<b>Total</b>	
Name			If your organization is tax exempt, you must include a copy of your tax-exempt form.		
Business Name & Address					
City	State	Zip			
Phone	Fax				
E-mail					